March 20, 2012

Mike Foster, Chairman Upper Cumberland Development District 1225 South Willow Street Cookeville, Tennessee 38506-4194

RE: Resignation

Dear Mr. Foster:

By means of this letter I hereby submit my resignation as Executive Director of the Upper Cumberland Development District, effective March 20, 2012.

I find this resignation necessary because of the "fire storm" that has been created by Channel 5 News media and a few other individuals in regard to the project "Living the Dream".

I would like to point out in this submission of my resignation that I have not been afforded an opportunity to respond to, or explain to the Board, or to the personnel committee, any of the allegations that have been made against me by the News Media. I feel that this slanted publicity has harmed this organization and has harmed me in my position as the Executive Director to the point where I can no longer be effective in caring out my duties.

I passionately believe in the project "Living the Dream". I have worked diligently on this project and donated many hours of my own time and made many contributions of my own personal property toward this project. However, because of my enthusiasm and efforts to try to expedite the completion of this project, I admit that I have made some mistakes and also made some errors in judgment. I emphatically deny however, that I have ever personally profited in any way in caring out my duties as the Executive Director of this organization beyond my salary, benefits, and the expenses that I was allowed in accordance with the policies that were in place at the time.

I sincerely regret that it has become necessary for me to submit my resignation because I feel so deeply about the project "Living the Dream", and would like to see it completed for the benefit of the elderly and disabled people in this district. Because of my passion for this project, after my resignation I am willing to work without any compensation to see that this project is completed.

I worked several years as the Executive Director for the Upper Cumberland Development District and I attach for your review my personal performance evaluation that was done by the personal committee that dates from July 1, 1995 through January 19, 2011.

Upper Cumberland Development District is a fine organization and has provided significant service to young and old people of this district who live in unfortunate circumstances. The News media and a few of my critics have seen fit to zero in on items that make sensational news stories while over looking the many accomplishments of this organization. I will always support this organization and regret very much the damage to its reputation because of some of the errors in judgment on my part.

I thank all of you for the support given to me in the past and again, I am willing to do anything in my power to complete and make the project "Living the Dream" a success.

Respectfully yours,

Wendy Askins

Encl.

cc: Mr. John Pelham, Chairman of Personal Committee

NAME Wendy Askins	POSITION Executive Director
Performance evaluation is a part o District's personnel management program work performance through periodic fair	. and is used to improve the employee's
Factors Considered	Performance Rating
1. Attendance and punctuality; use of	leave 1 2 3 4 <u>5</u>
2. Communication skills - oral and wri	tten 1 2 3 4 <u>5</u>
3. Accepts responsibilities	1 2 3 4 <u>5</u>
4. Working relationships - within orga	anization 1 2 3 4 5
5. Keeps supervisors and others inform	ned of activity 1 2 3 4 <u>5</u>
6. Quantity and quality of work; meet	
7. Industrious	1 2 3 <u>4</u> 5
8. Initiative	
9. Thoroughness	1 2 3 4 <u>5</u>
10. Ability to accept criticism and ef	fect change 1 2 3 4 <u>5</u>
11. Knowledge of job or field of speci	· ·
12. Follows and carriescout directions	1 2 3 4 5
13. Conscientious	
14. Effectiveness on job	1 2 3 4 <u>5</u> *
15. Willing to assist beyond regularly	y assigned duties 1 2 3 4 <u>5</u> ,
	s and procedures 1 2 3 4 5.
17. Attitude toward job and organizat	ion; loyalty; integrity - 1 2 8 4 <u>5</u>
2 - Needs Improvement	4 - Superior 5 - Outstanding Overall 33 Rating 3
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JOB.	

Executive Director ______ Date _____

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3.	Working relationships within organization	1	2	3	4 (5	
4.	Keeps supervisor and/or Executive Director informed of activity	1	2	3	4 (5	D
5.	Quality of Work	1	2	3	4 (5	\supset
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11.	Willing to assist beyond regularly assigned duties	1	2	3	4 E	Ð
12.	Complies with established policies and procedures	1	2	3	4 !	5
13.	Attitude toward job and organization (loyalty, integrity)	1	2	3	4 3	5)
14.	. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4 (5)
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NAME Wendy ASKINS POSITION =	recutive DiRectore
Performance evaluation is a part of the Upper Cum District's personnel management program, and is used to work performance through periodic fair appraisal of hi	berland Development o improve the employee's s/her performance.
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Performance evaluation is a part of the Upper Cumberland District's personnel management program, and is used to improwork performance through periodic fair appraisal of his/her p	Development ve the employee's erformance.
Factors Considered	Performance Rating
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2. Communication skills - oral and written	1 2 3 4 6
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EMPLOYEE PERFORMANCE EVALUATION

Postion Title

Start Date of Current Position

Type of Evaluation

Type of Evaluation

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5	ECTION 1 - TO BE	COMPLETED	FOR ALL EM	PLOYEES			/ SCORE	TEAM LEADER COMMENTS	ACTION PLAN
\Box		PART A - W	ORK QUALI	ry (20 POINTS)		P			1
1	Job Knowledge	Constantly requires assistance	Often requires assistance	Knowledge adequate for job	Good knowledge	Thorough, comprehensive knowledge	5		
	1				57				
2	Accurancy	Frequently repeated errors; Never corrected	Some errors corrected	Accuracy with mininal errors	Infrequent errors; usually consistent	Consistently without errors in work	iţ		
L		1					1 5		
3	Neatness	Frequently unacceptable	Untidy, illegible	Average; acceptable	Neat and legible	Always neat and legible			
		1	2	3	4	5			
	4 Confidentiality	-				Meets policy standard	5		
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Employee's Name - Last, First, Middle

					-		SCORE	TEAM LEADER COMMENTS	JOINT ACTION PLAN
		PART B	- WORK QUA	LITY (15 POINT	s)		5		
	Quality Of Work	Does not meet requirements	Does just enough to get by	Volume of work is satisfactory	Industrious, exceeds work requirements	Extremely energetic; Volume exceeds requirement	3		
-	Job Efficiency	Inefficient	Not always efficient 2	Efficiency is satisfactory	Very efficient	Highest degree of efficiency 5	5		
3	Initiative	Indifferent	Often lazy	Average industriousness 3	Hard worker, willing to do more	Exceptionally diligent			
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	PART D - ADM	IINISTRATIVE REET OF					
	Payroll Deadlines	Often late submitting Time and Travel	Ususally turns in Time and Travel on Time	Always turns in Time and Travel sheets promptly and accurately	5		
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2	Documentation Deadlines	Often late meeting deadlines for document submittal	Usually meets deadlines for document submittal	Always meets deadlines for document submittal 5	5		
3	Returning Messages	Shrugs off messages	Usually returns messages promptly 3	Always returns messages 5	5		
4	Checking in/Out With Communication Coordinator	in or out	Usually check in/out when leaving	Is very responsible to check in or out	5		

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TOTAL B 20

					1	SCORE]	TEAM LEADER COMMENTS	ACTION PLAN
		DIRTE ATTITUD	E TOWARD JOB & ORGANI	ZATION (60 PTS.)		SCORE .		-
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		0	s	10	15			
1	Integrity	Poor Little or no regard to agency values	Fair Indifference toward agency values	Good Embraces/ Exemplifies agency values 10	Outstanding Exemplary regard for agency values	15		
,	Honesty	Poor Does not recall situations/denies actions	Fair Often forgets portions of situation	Good Reacts fairly to situations	Outstanding Voluntarily forthcoming with appropriate information 15	15		
4	Temperment	Poor Frequently treats	Fair Often has moods that interfers with work	Good Works well with other on a regular basis	Outstanding	15		-
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EMPLOYEE PERFORMANCE EVALUATIO	10
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2	Accurancy	Frequently repeated errors; Never corrected	Some errors corrected	Accuracy with mininal errors	Infrequent errors; usually consistent	Consistently without errors in work	4		
3	Neatness	Frequently unacceptable	Untidy, illegible	Average; acceptable	Neat and legible	Always neat and legible	5		
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Documentation Deadlines	Often late meeting deadlines for document submittal	Usually meets deadlines for document submittal	Always meets deadlines for document submittal 5			
	1	3	TU	1 5		
3 Returning	Shrugs off messages	Usually returns messages promptly	Always returns messages 5			
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TOTAL 20

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	Honesty	Poor Does not recall situations/denies actions	Fair Often forgets portions of situation	Good Reacts fairly to situations	Outstanding Voluntarily forthcoming with appropriate information	15		ŧ	:
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EMPLOYEE STATUS CHANGE EMPLOYEE NAME LONGY THE STATUS CHANGE TITLE EXPORTED STREET, ST. 1, 51
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TERMINATION DATE DISMISSAL RETIREMENT
LEAVE OF ABSENCE FROMTO
OTHER (EXPLAIN) Date 11170
Originated by Date Date
Employee Notification

UPPER CUMBERLAND DEVELOPMENT DISTRICT CLAIM FOR TRAVELING EXPENSES

Carol Hamblen

DATE:

04/06/2001

PROGRAM: CHECK NO.: Page 1 of

For the Month of March 2001

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MARK

TRAVEL MANAGEMENT POLICY

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Per dien	Maximum lodging amount (room rate only	+	M & IE	11		Click Here to be Added to list of Properties	
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WASHINGTON	WASHINGTON, DC (ALSO THE CITIES OF ALEXANDRIA, FALLS CHURCH, AND FAIRFAX, AND THE COUNTIES OF ARLINGTON, LOUDOUN, AND FAIRFAX IN VIRGINIA; AND THE COUNTIES OF MONTGOMEN AND PRINCE GEORGE'S IN MARYLAND). (SEE ALSO MARYLAND AND VIRGINIA.)			46		.165	Prop. List

EMPLOYEE PERFORMANCE EVALUATION

Empl	oyee's Name - Last	, First, Middle			Posit	ion Title	Position Title Executive Director.				
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1	Job Knowledge	Constantly requires assistance	Often requires assistance	Knowledge, adequate for job	Good knowledge	Thorough, comprehensive knowledge	-			-	
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2	Accuracy	Frequently repeated errors; Never corrected	Some errors corrected	Accuracy with minimal errors	Infrequent errors; usually consistent 4	Consistently without errors in work					
-											
3	Neatness	Frequently unacceptable	Untidy, illegible	Average; acceptable	Neat and legible	Always neat and legible					
		1	2	3	4	5					
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4	Confidentiality					Meets policy standard		-			
			-			5					

TOTAL 20 -

				TO THE POINT	E)		SCORE	TEAM LEADER COMMENTS	JOINT ACTION PLAN
		PART B	- WORK QUAL	ITY (15 POINTS	<u> </u>	X			-
T								-	-
	Quality Of Work	Does not meet requirements	enough	Volume of work is satisfactory	Industrious, exceeds work requirements	Extremely energetic; Volume exceeds requirement	-	-	-
		1	2	3		E			
	Job Efficiency	Inefficient	Not always efficient 2	Efficiency is satisfactory	Very efficient	Highest degree of efficiency			
1		1			X	Ø			
3	Initiative	Indifferent	Often lazy	Average industriousness	Hard worker, willing to do _more	Exceptionally diligent	•		
		1	2	3	`4	L	49/4		
						TOTAL	,		ACTION PLAN
				22 TION (15 F	POINTS)		SCORE	TEAM LEADER COMMENTS	ACTION FLAN
ı	Organization Of Work	Unable to manage workload; inconsistent	Occasionally allows workload to build up	Handles workload with normal ability	Very good ability in organizing priorities 4	Exceptionally adept at managing workload		-	-
2	Adaptabilit	adaptability	Resistant to	Moderately adaptable to change	Very adaptable; adjusts quickly to change	Exceptional versatility with change			
3	Dependabil	ity Often doesn complete assignment	't Frequently	Complains while completing	expected to	most reliable	n		

TOTAL /5

			THE CANADA PER CA	TECORY)	SCORE	TEAM LEADER COMMENTS	ACTION PLAN
	PART D - AD	MINISTRATIVE RESPO	NSE (20 PTS./5PTS, PER CA	IEGORI)			
\Box				_ []			-
1	Payroll Deadlines	Often late submitting Time and Travel	Usually turns in Time and Travel on Time	Always turns in Time and Travel sheets promptly and accurately			
		1	3	5			
2	Documentation Deadlines	Often late meeting deadlines for document submittal	Usually meets deadlines for document submittal	Always meets deadlines for document submittal 5			
3	Returning Messages	Shrugs off messages	Usually returns messages promptly 3	Always returns messages 5			
4	Checking in/Out With Communication Coordinator	Often doesn't report in or out	Usually check in/out when leaving	Is very responsible to check in or out			

TOTAL 20

					1	SCORE	TEAM LEAD	ER COMMENTS	ACTION	PLAN
		PART E - ATTITUD	E TOWARD JOB & ORGAN	ZATION (60 P15.)	- " 57			-		
	Loyalty -	Poor Undermines Mission of the Agency	Fair Exhibits indifference toward mission of Agency	Good Responds in positive manner upon request	Outstanding V Seeks opportunities to support mission of Agency 15	· ·	 			
		0	5	10						
	Integrity	Poor Little or no regard to agency values	Fair Indifference toward agency values 5	Good Embraces/ Exemplifies agency yalues 10	Outstanding Exemplary regard for agency values	-				-
	Honesty	Poor Does not recall situations/denies actions	Fair Often forgets portions of situation	Good Reacts fairly to situations	Outstanding Voluntarily forthcoming with appropriate information					
1		0	5		Outstanding &	 				
	Temperament	Poor Frequently treats others	Fair Often has moods that interferes with work	Good Works well with other on a regular basis	1					·
		0	5	10	TOTAL 60	<u> </u>				
	PART A	WORK QUALITY	20							٦
	PART B PART C PART D	(20 POINTS) WORK QUANTIT (15 POINTS) WORK ORGANIZ (15 POINTS) ADMINISTRATIV (20 POINTS)	ATION 20	0		-		Unacceptable Needs Improvement Satisfactory Outstanding Superior Possible total points	1-25 26-50 51-75 76-100 101-130	-
	PART C	WORK QUANTIT (15 POINTS) WORK ORGANIZ (15 POINTS) ADMINISTRATIV	ATION 2007 VE RESPONSE 2 ARD JOB AND	0		-		Needs Improvement Satisfactory Outstanding Superior	26-50 51-75 76-100 101-130	-
	PART C	WORK QUANTIT (15 POINTS) WORK ORGANIZ (15 POINTS) ADMINISTRATIV (20 POINTS) ATTITUDE TOW ORGANIZATION (60 POINTS)	ATION 20 VE RESPONSE 2 ARD JOB AND 129	0		- . ,	12/02-	Needs Improvement Satisfactory Outstanding Superior	26-50 51-75 76-100 101-130	-
	PART C PART D PART E TOTAL	WORK QUANTIT (15 POINTS) WORK ORGANIZ (15 POINTS) ADMINISTRATIV (20 POINTS) ATTITUDE TOW ORGANIZATION (60 POINTS)	ATION ATION VE RESPONSE 2 ARD JOB AND 129 CONTROL	0	r.	Date	122/02 ed on the	Needs Improvement Satisfactory Outstanding Superior	26-50 51-75 76-100 101-130	-

NAME: Wencky Hokeins	POSITION OX	cii	tiv	-()	()ii	uctor
U		Perf	orma	anc	e Ra	ating
Attendance and punctuality		1	2	3	4	(5)
2. Communication skills		1`	2	3	4	
3. Working relationships within organization		1	2	3	4	<u>(5)</u>
4. Keeps supervisor and/or Executive Director info	rmed of activity	1	2	3	4'	3
5. Quality of Work		1	2	3	4	ⓑ
6. Initiative – Assertiveness		1	2	3	4	(5)
7. Ability to accept constructive criticism		1	2	3	4	Ø
8. Job knowledge		1	2	3	₩ (5)
9. Follows direction		1	2	3	4	(5)
10. Conscientious		1	2	3	4	(5)
11. Willing to assist beyond regularly assigned dutie	9S	1	2	3	4	(5)
12. Complies with established policies and procedu	res	1	2	3	4	(5)
13. Attitude toward job and organization (loyalty, int	egrity)	1	2	3	4	(5)
14. Effective leadership ability (Applies to Supervisor	or Positions Only).	1	2	3	4	(5)
RATING: 1 – Unacceptable 4 - Good 2 – Needs Improvement 5 – Outsta 3 - Satisfactory	nding		eral	ı (<u>0</u> 9	
Evaluator: Personnel Committee	Want Date:	_//	laij.	0=	b	
Comments: <u>Outstanding</u> & Comments						
Executive Director: Comments:	Date	:	/ 2	s].	à3	
I have reviewed my performance evaluation. Sign	ature) XX)			1/20/03 Date

Minutes
Personnel Committee
January 21, 2003

The Personnel Committee met on January 21, 2003 at 10:00 p.m. at the UCDD offices on South Willow Avenue.

The committee discussed the UCDD Employee Life Insurance Plan. Coverage for full time employees would be: 1.5 times earnings for employees up to \$50,000; \$5,000 for spouse coverage and \$2,000 per child. As employees promote into higher positions life insurance will increase. Spouse and child will remain the same. Ed Hale made a motion to approve the Employee Life Insurance Coverage, seconded by Luke Collins. Motion carried unanimously.

The Personnel/Grievance Committee evaluated the Executive Director. The committee feels Ms. Askins has shown outstanding organizational leadership skills through personnel selection and duty assignment.

The Personnel Committee feels fortunate in having a proven leader. Glen Harold Donoho made a motion based on the evaluation the committee approve a 5% increase in salary, seconded by Luke Collins. Motion carried unanimously.

There being no further business to discuss Ed Hale made a motion to adjourn, seconded by Luke Collins. Motion carried unanimously.

Members Present:

Luke Collins Edward Hale Hosea Winningham Glen H. Donoho Herd Sullivan

EMPLOYEE STATUS CHANGE EMPLOYEE NAME Andry Ask Modern Color 10 1 0 3 TITLE Year True Die Effective Date 01/21/03	
CHECK ALL APPLICABLE AREAS TO 78, 394. PRATE CHANGE FROM 74,661. TO 78, 394. MERIT PROMOTION GENERAL DEMOTION SCHEDULED OTHER	
JOB CLASSIFICATION FROM	
TERMINATION DATE	
LEAVE OF ABSENCE FROM	
Originated by Portuguel Amountal Date 1/21/03 Approved by UCDD Blud. Gr. Dur. Date 1/21/03 Employee Notification Links Date 1/21/03	



9314736380

241 Vo-Tech Drive McMinnville, TN 37110 (931) 473-5587 phone (931) 473-6380 fax

	1 1 Dovelonment District	From:	Donna Thompson for Marvin Lusk
	Upper Cumberland Development District	Date:	December 16, 2003
Fax:	(931) 432-4242	Pages:	2 including cover sheet
Phone			
Re:	Personal Performance Evaluation		

UPPER CUMBERLAND DEVELOPMENT DISTRICT PERSONAL PERFORMANCE EVALUATION	
AME: Wendy Askins POSITION Executive Director	
Porformange Rating	
. Attendance and punctuality	
11. Willing to assist beyond regularly assigned duties	
RATING: 1—Unacceptable 4-Good 5-Outstanding Overall Rating 5-To	
Evaluator: Mardin 145k Date: 12/15/03 Comments: There seen convert on them # 7. Oa all the ten you har give mildlending Executive Director: Comments:	
I have reviewed my performance evaluation. Signature Date	

NAME: Wondy Askins Position Executive Director
Performance Rating
1. Attendance and punctuality
2. Communication skills
3. Working relationships within organization
4. Keeps supervisor and/or Executive Director informed of activity 1 2 3 4 (5)
5. Quality of Work
6. Initiative – Assertiveness
7. Ability to accept constructive criticism
8. Job knowledge
9. Follows direction
10. Conscientious 1 2 3 4 (5)
11. Willing to assist beyond regularly assigned duties
12. Complies with established policies and procedures
13. Attitude toward job and organization (loyalty, integrity)
14. Effective leadership ability (Applies to Supervisor Positions Only). 1 2 3 4 (5)
RATING: 1 – Unacceptable 4 - Good 2 – Needs Improvement 5 – Outstanding Rating 70 3 - Satisfactory
Evaluator: Carolyn D. Howston, Pers. Comm. HeDate: 12-18-03
Comments: Possess frue leadership ability; wery loyal to
those served - takes great care and in the
Smallest project to the largest. The inspiration
Executive Director: Date:
Comments:
I have reviewed my performance evaluation. Signature Date

PERSONAL PERFORMANCE EVALUA	<i>[</i>]
NAME: Newly askin's Position	Executive Sirect
U	Performance Rating
Attendance and punctuality	
2. Communication skills	1 2 3 4 6
Working relationships within organization	1 2 3 4 (5)
4. Keeps supervisor and/or Executive Director informed of activ	rity 1 2 3 4 (5)
5. Quality of Work	1 2 3 4 (5)
6. Initiative – Assertiveness	1 2 3 4 (5)
7. Ability to accept constructive criticism	1 2 3 4 5
8. Job knowledge	1 2 3 4 (5)
9. Follows direction	1 2 3 4 5
10. Conscientious	1 2 3 4 🕏
11. Willing to assist beyond regularly assigned duties	1 2 3 4 🕏
12. Complies with established policies and procedures	1 2 3 4 (5)
13. Attitude toward job and organization (loyalty, integrity)	1 2 3 4 (5)
14. Effective leadership ability (Applies to Supervisor Positions	Only). 1 2 3 4 (5)
RATING: 1 – Unacceptable 4 – Good 2 – Needs Improvement 5 – Outstanding 3 - Satisfactory	Overall Rating
Evaluator: Ment Hono hi	
Comments: / Outstanding of the	and also,
Very Geautistiff Herson	<u>J.</u>
Executive Director:	
Comments:	
·	
I have reviewed my performance evaluation. Signature	Date
Signature	

NAME: _	Mendy Ash	ŵs	POSITION_	Exe	culi	ie_	Die	etor	
				Pe	erforn	ianc	e Rati	<u>ing</u>	
1. Attei	ndance and punctuality				1 2	3	ئى 4	5)	
	nmunication skills				1 2	3	4 (5)	
	king relationships within orga				1 2	3	4 (5)	
4. Kee	ps supervisor and/or Executi	ve Director info	ormed of activity	y	1 2	3	4 (5)	
	lity of Work				1 2	3	4 ((5)	
	ative – Assertiveness				1 2	3	4 -(5	
	lity to accept constructive crit				1 2	3	4	5	
	knowledge				1 2	3	4	(5)	
	lows direction				1 2	2 3		(5)	
10. Co	nscientious				1 3	2 3	4	(5)	15
11. Wi	lling to assist beyond regular	ly assigned du	ties	,	1	2 3	4	5 (6)
	omplies with established polic				1	2 3	3 4	(5)	
13. At	titude toward job and organiz	ation (loyalty, i	integrity)		1	2 3		(5)	1
14. Ef	fective leadership ability (Ap	olies to Superv	isor Positions C	Only).	1	2 3	3 .4	(5)	
RATII	NG: 1 – Unacceptable 2 – Needs Improveme 3 - Satisfactory	4 - Good nt 5 - Outs			Ove Rat	erall ing		J	<u> 70</u>
	Lake 111	1. loll	De	Date:	:	2 -	18	-0	3_
Com	ments: Outstandin	y lead	sahip on	-l	ne	-roë	ment	Ċ 16	Polit
Exec	cutive Director:			Date	e:				
Com	nments:								
l ha	ve reviewed my performance	e evaluation.	Signature			1	-	Ţ	Date .

NAME: WENDY ASKINS POSITION EXECUTIVE DILECTOR	
Performance Rating	
1. Attendance and punctuality	
2. Communication skills	
1 2 3 4 (5)	
1 2 3 4 (5)	
1 2 3 4 (5)	
1 2 3 4 <u>(5)</u>	
7. Ability to accept constructive criticism	
8. Job knowledge	
. / 🕞	
9. Follows direction	
10. Conscientious	
11. Willing to assist beyond regularly assigned duties	
12. Complies with established policies and procedures	
13. Attitude toward job and organization (loyalty, integrity)	
14. Effective leadership ability (Applies to Supervisor Positions Only). 1 2 3 4 (5)	
RATING: 1 – Unacceptable 4 - Good 2 – Needs Improvement 5 – Outstanding Overall 3 - Satisfactory	_
Evaluator: MECIMEL NESBITT-PELSONNELL Date: 12-18-03	
Ulandy des a great job ble are fortunated	
Executive Director: Date:	
Comments:	_
	_
I have reviewed my performance evaluation. Signature	_ te

IAME: Wordy Orker Position Execute Lines	
Performance Rating	
1 2 3 4 (5)	
1 2 3 4 (5)	
1 2 3 4 (5)	
 Working relationships within organization. Keeps supervisor and/or Executive Director informed of activity 	
4. Keeps supervisor and/or Excession 2.1. 1 2 3 4 (5) 5. Quality of Work	
5. Quality of Work	
6. Initiative – Assertiveness	
7. Ability to accept constructive criticism	
8 Job knowledge	
9. Follows direction	
40 Conscientious	
11 Willing to assist beyond regularly assigned duties	
12. Complies with established policies and procedures	
13. Attitude toward job and organization (loyalty, integrity)	
14. Effective leadership ability (Applies to Supervisor Positions Only). 1 2 3 4 (5	
RATING: 1 – Unacceptable 4 - Good Overall 2 – Needs Improvement 5 – Outstanding Rating	
Date: 12-18-03	
Evaluator: VEUTEC	
Comments:	
Executive Director:Bate	
Comments:	
	Date
I have reviewed my performance evaluation. Signature	Jale

NAI	ME: WENG ASKING POSITION L	CKEC	situ	<u>E</u>	DI	RECIDA
		<u>Per</u>	<u>form</u>	anc	e Ra	ating
1.	Attendance and punctuality	1	2	3	4	<u>(5)</u>
2.	Communication skills	1	2	3	4	(5)
3.	Working relationships within organization		2	3	4	(5)
4.	Keeps supervisor and/or Executive Director informed of activity.		2	3	4	(5)
5.	Quality of Work		2	3	4	(5)
6.	Initiative – Assertiveness		2	3	4	(5)
7.	Ability to accept constructive criticism		2	3	4	(5)
8.	Job knowledge		2	3	4	(5)
9.	Follows direction		2	3	4	(5)
	. Conscientious		2	3	4	(5)
	. Willing to assist beyond regularly assigned duties		2	3	4	(5)
	2. Complies with established policies and procedures		2	3	4	(5)
	Attitude toward job and organization (loyalty, integrity)		2	3	4	(5)
	 Effective leadership ability (Applies to Supervisor Positions Onl 		1 2	3	4	(5)
R	ATING: 1 – Unacceptable 4 - Good 2 – Needs Improvement 5 – Outstanding 3 - Satisfactory		Overa Rating		7	0
· E	valuator: MICIMEL NESBITT-PELSONNELL [Date: _	12	2	18	-03
C 	omments: Undy does a great job is to have how.	lo a		fo	Ly	wala
E	Executive Director:	Date: _				
(Comments:					
	c					
1	have reviewed my performance evaluation. Signature					Date

NAME: Wondy Askins Position Exp	cut	ive	Lì	<u>), n</u>	ector
	Perf	orm	anc	e Ra	ating
Attendance and punctuality	1	2	3	4	(5)
2. Communication skills	1	2	3	4	(5)
3. Working relationships within organization	1	2	3	4	(5)
4. Keeps supervisor and/or Executive Director informed of activity	1	2	3	4	(5)
5. Quality of Work	1	2	3	4	(5)
6. Initiative – Assertiveness	1	2	3	4	(5)
7. Ability to accept constructive criticism	1	2	3	4	<u>(</u> 5)
8. Job knowledge	1	2	3	4	(5)
9. Follows direction	1	2	3	4	(5)
10. Conscientious	1	2	3	4	(5)
11. Willing to assist beyond regularly assigned duties	1	2	3	4	(5)
12. Complies with established policies and procedures	1	2	3	4	(5)
13. Attitude toward job and organization (loyalty, integrity)	1	2	3	4	(5)
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	(5)
RATING: 1 – Unacceptable 4 - Good 2 – Needs Improvement 5 – Outstanding 3 - Satisfactory		veral ating	_	70	
Evaluator: Carolyn & Houston, Pers. Comm. HeDate					
Comments: Possess frue leadership ability;	<u>Ve</u>	14	10z	191	/ 10
those served; takes great care and	nti	200	<u>72.</u> رون	7	Don The
Smallest project to the largest, True to all who encounter per.	c,	///-	701	100	1107
Executive Director: Dat	e:				
Comments:					
I have reviewed my performance evaluation. Signature					Date

I have reviewed my performance cyaluation.

UPPER CUMBERLAND DEVELOPMENT DISTRICT PERSONAL PERFORMANCE EVALUATION POSITION Executive Performance Rating 1. Attendance and punctuality...... 1 2 3 4 (5) Communication skills...... 1 2 3 4 6 Keeps supervisor and/or Executive Director informed of activity.... 1 2 3 4 (5) Job knowledge...... 1 2 3 4 (5) 10. Conscientious..... 1 2 3 11. Willing to assist beyond regularly assigned duties...... 1 2 14. Effective lendership ability (Applies to Supervisor Positions Only). RATING: 1-Unacceptable 2 ~ Needs Improvement 5 - Outstanding 3 - Satisfactory Executive Director: Comments:

NA	ME: Wendey Uskins Position	te	BU	tei	te	Dise	Ale
							L7
		Per	forn	nan	ce R	ating	
1.	Attendance and punctuality	1	2	3	4	(5)	
2.	Communication skills		2	3	4	<u>6</u>)	
3.	Working relationships within organization	1	2	3	4	(5)	
4.	Keeps supervisor and/or Executive Director informed of activity	1	2	3	4	(5)	
5.	Quality of Work	1	2	3	4	(5)	
6.	Initiative – Assertiveness	1	2	3	4	<u>(5)</u>	
7.	Ability to accept constructive criticism	1	2	3	4	(5)	
8.	Job knowledge	1	2	3	4	(5)	
9.	Follows direction	1	2	3	4 ((5)	
10.	Conscientious	1	2	3	4	(5)	
11.	Willing to assist beyond regularly assigned duties	1	2	3	4	(5)	
12.	Complies with established policies and procedures	1	2	3	4	(5)	
13.	Attitude toward job and organization (loyalty, integrity)	1	2	3	4	(5)	
14.	Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4 (5	
ד א כל	TNO. 4 III						
·	TING: 1 – Unacceptable 4 – Good 2 – Needs Improvement 5 – Outstanding 3 - Satisfactory		erall ting		76	D	
Eva	uator: Mank Hono ho Date:	-	17	? -	19	? -03	3
Con	ments: 1 Outstanding of Isla and	,	181	150	<u>, </u>		
	Very Beautiguel Herson.						
Exe	cutive Director: Date:						
	ments:						
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						,	
	•						
I hav	re reviewed my performance evaluation. Signature					Date	
	Organistics C	ahiradk	troug			Date .	

NAM	1E: Mendy Askins POSITION &	1,21s	uli	ie_	H	rector
		Per	form	anc	e R	ating
1. /	Attendance and punctuality	1	2	3	4	(5)
2. (Communication skills	1	2	3	4	<u>(5)</u>
3. \	Norking relationships within organization	1	2	3	4	<u>(5)</u>
4. I	Keeps supervisor and/or Executive Director informed of activity	1	2	3	4	<i>(</i> 5 <i>)</i>
5. (Quality of Work	1	2	3	4	(ŝ)
6. 1	nitiative – Assertiveness	1	2	3	4	<u>(5)</u>
7. <i>F</i>	Ability to accept constructive criticism	1	2	3	(4)	5
8. J	lob knowledge	1	2	3	4	(5)
9. F	Follows direction	1	2	3	4	<u>(5)</u>
10. (Conscientious	1	2	3	4	(5)
11. V	Willing to assist beyond regularly assigned duties	1	2	3	4	5 (6)
12. 0	Complies with established policies and procedures	1	2	3	4	<u>(5)</u>
13. <i>A</i>	Attitude toward job and organization (loyalty, integrity)	1	2	3	4	(5)
14. E	Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4 ((5)
RATI	NG: 1 – Unacceptable 4 - Good 2 – Needs Improvement 5 – Outstanding 3 - Satisfactory		erall ting			70
Evalu	uator: Inte M. tollin Date:		<u> </u>	. /	8 -	03
Com	ments: Outstanding leadership and s	ver	nge	ne:	nt.	abilité
Exec	eutive Director: Date:					
Com	ments:			-		
			-,-,-			****
. بمطا						
ı nav	e reviewed my performance evaluation. Signature		•••••			Date

NAME: Wordy Oskin	POSITION S	e certain	Ku	
		Perform	ance	Rating
Attendance and punctuality		1 2	3 4	(5)
2. Communication skills		1 2	3 4	(5)
3. Working relationships within organization		1 2	3 4	(5)
4. Keeps supervisor and/or Executive Director inform	med of activity	1 2	3 4	(5)
5. Quality of Work		1 2	3 4	(5)
6. Initiative – Assertiveness		1 2	3 4	B
7. Ability to accept constructive criticism	••••••	1 2	3 4	(9
8. Job knowledge		1 2	3 4	<u>/5</u>)
9. Follows direction		1 2		B
10. Conscientious		1 2	3 4	CB
11. Willing to assist beyond regularly assigned duties	3	1 2	3 4	(B
12. Complies with established policies and procedure	эѕ	1 2	3 4	\$
13. Attitude toward job and organization (loyalty, inte	grity)	1 2	3 4	(5)
14. Effective leadership ability (Applies to Supervisor	Positions Only).	1 2	3 4) (B)
RATING: 1 – Unacceptable 4 - Good 2 – Needs Improvement 5 – Outstand 3 - Satisfactory	ding	Overall Rating		70
Evaluator: \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	Date:	17-/	y c	3
Comments:				
Executive Director:	Date:			·
Comments:				
· .	V-10/2 - 10/2 -			
Lhave ravioused my performance avaluation				
I have reviewed my performance evaluation. Signat	ure			Date

NA	ME: Wondy Askins Position Exe	cut	r. 10e	<u>. [</u>	<u>)''</u>	ector
		Perf	<u>form</u>	anc	e R	ating
1.	Attendance and punctuality	1	2	3	4	(5)
2.	Communication skills	· 1	2	3	4	(5)
3.	Working relationships within organization	1	2	3	4	(5)
4.	Keeps supervisor and/or Executive Director informed of activity	1	2	3	4	(5)
5.	Quality of Work	1	2	3	4	(5)
6.	Initiative – Assertiveness	1	2	3	4	(5)
7.	Ability to accept constructive criticism	1	2	3	4	<u>(5)</u>
8.	Job knowledge	1	2	3	4	<u>(5)</u>
9.	Follows direction	1	2	3	4	(5)
10.	Conscientious	1	2	3	4	(5)
11.	Willing to assist beyond regularly assigned duties	1	2	3	4	(5)
12.	Complies with established policies and procedures	1	2	3	4	(5)
13.	Attitude toward job and organization (loyalty, integrity)	1	2	3	4	(5)
14.	Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	(5)
RA	TING: 1 – Unacceptable 4 - Good 2 – Needs Improvement 5 – Outstanding 3 - Satisfactory		erall iting		0	
	aluator: Carolyn D. Houston, Pers Committee Date:					<u> </u>
Cor	mments: Possess frue leadership ability;	Ul!	41	or	<u>a</u> [/b
\mathcal{L}	hose served - takes great care and wanted	î£e	1.0	57	1	rom th
Si	nallest project to the largest. True	/	05	211	a	non
Exe	ecutive Director: Date:	:				· · ·
Coi	mments:					
	•					
l ha	ave reviewed my performance evaluation. Signature			-		Date

NAME: UFWAY ASKTUS POSIT	TION _	EXE	CUE	[i]	ŀ	Lipeca
		<u>P</u>	erform	nanc	e R	ating
1. Attendance and punctuality		,	1 2	3	4	(5)
2. Communication skills	· · · · · · · · · · · · · · · ·		1 2	3	4	(5)
Working relationships within organization	, , ,		1 2	3	4	<u>(5)</u>
4. Keeps supervisor and/or Executive Director informed of a	activity	' <i>.</i>	1 2	3	4	(5)
5. Quality of Work			1 2	3	4	(5)
6. Initiative – Assertiveness			1 2	3	4	(5)
7. Ability to accept constructive criticism			1 2	3	4	<u>(5</u>)
8. Job knowledge			1 2	3	4	(5)
9. Follows direction			1 2	3	4	(5 ⁽⁵⁾
10. Conscientious			1 2	3	4	(5 ^T)
11. Willing to assist beyond regularly assigned duties			1 2	3	4	<u>(5)</u>
12. Complies with established policies and procedures			1 2	3	4	(5)
13. Attitude toward job and organization (loyalty, integrity)			1 2	3	4	(5)
14. Effective leadership ability (Applies to Supervisor Positio			1 2	3	4	(5)
RATING: 1 – Unacceptable 4 - Good 2 – Needs Improvement 5 – Outstanding 3 - Satisfactory			Overa Rating		<u>'7</u>	0
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Executive Director:	!	Date: ₋				
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I have reviewed my performance evaluation. Signature						Date

NAN	ME: Werdy askins positionex.	10 i	re-	er	10	<u> </u>
		Perf	orm	anc	e R	ating
1.	Attendance and punctuality	1	2	3	4	(f)
2.	Communication skills	1	2	3	4	(5)
3.	Working relationships within organization	1	2	3	4	Ê
4.	Keeps supervisor and/or Executive Director informed of activity	1	2	3	4	(5)
5.	Quality of Work	1	2	3	4	(5)
6.	Initiative – Assertiveness	1	2	3	4	(5)
7.	Ability to accept constructive criticism	1	2	3	4	(5)
8.	Job knowledge	1	2	3	4	(5)
9.	Follows direction	1	2	3	4	(5)
10.	Conscientious	1	2	3	4	(<u>5</u>)
11.	Willing to assist beyond regularly assigned duties	1	2	3	4	(5)
12.	Complies with established policies and procedures	1	2	3	4	(5)
13.	Attitude toward job and organization (loyalty, integrity)	1	2	3	4	(5)
	Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	(5) 5
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2.	Communication skills	1	2	3	4	6
3.	Working relationships within organization.	1	2	3	4	(b)
4.	Keeps supervisor and/or Executive Director informed of activity	1	2	3	4	(5)
5.	Quality of Work	1	2	3	4	(5)
6.	Initiative – Assertiveness	1	2	3	4	(B)
7.	Ability to accept constructive criticism	1	2	3	4	(6)
8.	Job knowledge	1	2	3	4	(5)
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11.	Willing to assist beyond regularly assigned duties	1	2	3	4	E .
12.	Complies with established policies and procedures	1	2	3	4	6
13	Attitude toward job and organization (loyalty, integrity)	1	2	3	4	E
14	Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	5
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NAM	E: Wendy Askins Position_					
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7. A	bility to accept constructive criticism	1	2	3	4 (
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NAME: Wendy Askins Position) Vice C	100		<u></u>	
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1. Attendance and punctuality	. 1	2	3	4	(5)
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13. Attitude toward job and organization (loyalty, integrity)	1	2	3	4	(5)
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represent due all andfor in part to	CC /	Dru	4,00	5.5/	anal
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I have reviewed my performance evaluation. Signature					Date

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3.	Working relationships within organization	1	2	3	4	(5)
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8.	Job knowledge	1	2	3	4	(5)
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	xecutive Director.	ne				
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1АМЕ: <i>ЦДе</i>	endy Askins Position Exec	:WTI	1e_ C	10		<u> </u>
!"		<u>Perfe</u>	orma	ance	e R	ating
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	direction	1	2	3	4	(5)
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	o assist beyond regularly assigned duties	1	2	3	4	(5)
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	toward job and organization (loyalty, integrity)	1	2	3	2	5
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NAM	E: <u>WENDY ASKINS</u> POSITION E	ΞX	DI	PE	- < 7	OR
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6. In	itiative – Assertiveness	1	2	3,	4	(5)
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i nave	reviewed my performance evaluation. Signature					Date

EMPLOYEE STATUS CHANGE

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EMPLOYEE NAME Confly / Chrs	
TITLE EN Quatro Drata EFFECTIVE DATE 1/1/16	
CHECK ALL APPLICABLE AREAS	~
RATE CHANGE FROM 86,841.88 TO 91,183.09	
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SCHEDULED OTHER	
JOB CLASSIFICATION FROM TO	
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RESIGNATION DISMISSAL RETIREMENT	
LEAVE OF ABSENCE FROM TO	
OTHER (EXPLAIN)	
riginated by Pashnal Committee Date	_
pproved by Date	_
mployee Notification () and Date	

UPPER CUMBERLAND DEVELOPMENT DISTRICT



1225 South Willow Avenue Cookeville, TN 38506 Phone: (931) 432-4111 Fax: (931) 432-6010

Chairman Mike Foster

Vice Chairman John Pelham

Secretary Mike Gannon

Treasurer J. H. Graham

Executive Director

- MEMORANDUM -

(Personnel/Grievance Committee)

(John Cason, Dale Reagan, Marvin Lusk, Edward Hale and Mike Foster)

FROM: John Pelham, Chairman of Personnel/Grievance Committee

DATE: January 13, 2011

SUBJECT: UCDD Personnel Committee Meeting

The Upper Cumberland Development District's Personnel/Grievance Committee will meet January 19, 2011 at 11:00 a.m. The meeting will be held at the Upper Cumberland Development District offices on South Willow Avenue, Cookeville.

JP/st

AGENDA

1.	Call to Order	.John Pelham
2.	Roll Call	Sherry Thurman
3.	Evaluation of the Executive Director	Personnel Committee
4.	Old Business	John Pelham
5.	New Business	John Pelham
6.	Adjourn	John Pelham

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UPPER CUMBERLAND DEVELOPMENT DE PERSONAL PERFORMANCE EVALUA	
VAME: 1 2 MM Holly POSITION_	
	Please Check or Make Necessary Comments
Attendance and punctuality	3

	Necessary Comments
Attendance and punctuality	3
2. Communication skills	3
Working relationships within organization	3
Keeps supervisor and/or Executive Director informed of activity.	
5. Quality of Work	3.
3. Initiative – Assertiveness	3.
7. Ability to accept constructive criticism	3
3. Job knowledge	3
3. Follows direction	3 ·
10. Conscientious	3
11. Willing to assist beyond regularly assigned duties	<u> </u>
12. Complies with established policies and procedures	3,
13. Attitude toward job and organization (loyalty, integrity)	3'
14. Effective leadership ability (Applies to Supervisor Positions Only)	3 [°]
RATING: 1 Satisfactory 3 Outstanding 5 U 2 Good 4 Needs Improvement	Jnacceptable
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VAME:	WENDY	ASKINS	POSITION EX	DIRECTOR
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Executive	e Director:		Date	ə:

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NAME: /Nandy Askims Position	ecutive Dicector.
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1. Attendance and punctuality	ス
2. Communication skills	.5
3. Working relationships within organization	7
4. Keeps supervisor and/or Executive Director informed of activity.	
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6. Initiative – Assertiveness	3
7. Ability to accept constructive criticism	3
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13. Attitude toward job and organization (loyalty, integrity)	-7
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Working relationships within organization	3
4. Keeps supervisor and/or Executive Director informed of activity	3
5. Quality of Work	3
6. Initiative – Assertiveness	3
7. Ability to accept constructive criticism	d
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14. Effective leadership ability (Applies to Supervisor Positions Only)_	•
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NAME: WENDY ASKINS POSITION EX	endive Director
	Please Check or Make Necessary Comments
Attendance and punctuality	3
2. Communication skills	3
3. Working relationships within organization	3
Keeps supervisor and/or Executive Director informed of activity.	3
5. Quality of Work	3
6. Initiative – Assertiveness	3
7. Ability to accept constructive criticism	3
8. Job knowledge	3
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NAME:	Wendy Askins Position	Pirictore
		Please Check or Make Necessary Comments
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5. Qua	ity of Work	3
3. Initia	tive – Assertiveness	3
7. Abili	y to accept constructive criticism	3
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12. Com	plies with established policies and procedures	3
13. Attit	ude toward job and organization (loyalty, integrity)	3
14. Effe	ctive leadership ability (Applies to Supervisor Positions Only)	3
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Executiv	ve Director: Da	te:

NAN	ME: POSITION					
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1.	Attendance and punctuality	1	2	3	4	(5)
2.	Communication skills	1	2	3	4	(5)
3.	Working relationships within organization	1	2	3	4	(5)
4.	Keeps supervisor and/or Executive Director informed of activity	1	2	3	4	(5)
5.	Quality of Work	1	2	3	4	(5)
6.	Initiative – Assertiveness	1	2	3	4	(5)
7.	Ability to accept constructive criticism	1	2	3	4	(5)
8.	Job knowledge	1	2	3	4	(5)
9.	Follows direction	1	2	3	4	(5)
10.	Conscientious	1	2	3	4	(5)
11.	Willing to assist beyond regularly assigned duties	1	2	3	4	(5)
12.	Complies with established policies and procedures	1	2	3	4	(5)
13	Attitude toward job and organization (loyalty, integrity)	1	2	3	4	(5)
14.	Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	(5)
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	Signature					Date

NAME: WEWDY ASKINS FOSITION EXECUTIVE DIRECTOR

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Attendance and punctuality	1	2	3	4	5)
2. Communication skills	1	2	3	4	(5)
3. Working relationships within organization	1	2	3	4	(5)
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5. Quality of Work	1	2	3	4	(5)
5. Initiative – Assertiveness	1	2	3	4	(
7. Ability to accept constructive criticism	1	2	3	4	(5)
3. Job knowledge	1	2	3	4	(5)
9. Follows direction	1	2	3	4	<u>(5)</u>
10. Conscientious	1	2	3	4	3
11. Willing to assist beyond regularly assigned duties	1	2	3	4	6
12. Complies with established policies and procedures	1	2	3	4	3
13. Attitude toward job and organization (loyalty, integrity)	1	2	3	4	6)
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	(5)
RATING: 1 - Unacceptable 4 - Good 2 - Needs Improvement 5 - Outstanding 3 - Satisfactory Evaluator: John 13 Mulwix Date Comments: Jave A Wanderful Warking Rola Peel Went & 15 A Very Campassimist Cal Who goes The XITH Mile far The Cautre Human Resource Manager: Comments:	Ra :: TIOU LIR	veral dating	- 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	5 /2 /2 /2 /2 /2 /2 /2 /2 /2 /2 /2 /2 /2	30°
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I have reviewed my performance evaluation. Signature					D

NAME: Wendy	POSITION D	irec	tor	
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2. Communication skills		1 2	2 3	4 (5)
3. Working relationships within organization		1 2	2 3	4 (5)
4. Keeps supervisor and/or Executive Director info	med of activity	1 2	2 3	4 (5)
5. Quality of Work		1 2	2 3	4 (5)
6. Initiative – Assertiveness		1 2	2 3	4 5
7. Ability to accept constructive criticism		1 2	3	4 (5)
8. Job knowledge		1 2	2 3	4 (5)
9. Follows direction		1 2	2 3	4 (5)
10. Conscientious		1 2	2 3	4 5
11. Willing to assist beyond regularly assigned dutie	s	1 2	2 3	4 (5)
12. Complies with established policies and procedure	es	1 2	2 3	4 (5)
13. Attitude toward job and organization (loyalty, inte	grity)	1 2	2 3	4 (5)
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I have reviewed my performance evaluation. Signa	ıture			Date

NAME: Wendy Askus Position_					
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2. Communication skills	1	2	3	4	<i>(</i> 5).
3. Working relationships within organization	. 1	2	3	4	(5)
4. Keeps supervisor and/or Executive Director informed of activity	. 1	2	3	4	5
5. Quality of Work	. 1	2	3	4	(§).
6. Initiative – Assertiveness	1	2	3	4	(5)
7. Ability to accept constructive criticism	. 1	2	3	4	(5)
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9. Follows direction	1	2	3	4	(5)
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11. Willing to assist beyond regularly assigned duties	1	2	3	4	(5)
12. Complies with established policies and procedures	1	2	3	4	(5)
13. Attitude toward job and organization (loyalty, integrity)	1	2	3	4	(5)
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	6.
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NAME: Wendy	POSITION Exe	cuf	i'uc	Ai	rector	_
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1. Attendance and punctuality		1	2	3	4 (5)	
2. Communication skills		1	2	3	4 (5)	
3. Working relationships within organization		1	2	3	4 (5)	
4. Keeps supervisor and/or Executive Director inf	formed of activity	1	2	3	4 (5)	
5. Quality of Work		1	2	3	4 (5)	
6. Initiative – Assertiveness		1	2	3	4 (5)	
7. Ability to accept constructive criticism		1	2	3	4 (5)	
8. Job knowledge		1	2	3	4 (5)	
9. Follows direction		1	2	3	4 (5)	
10. Conscientious		1	2	3	4 (5)	
11. Willing to assist beyond regularly assigned du	ties	1	2	3	4 (5)	
12. Complies with established policies and proceed	ures	1	2	3	4 (5)	
13. Attitude toward job and organization (loyalty, i	ntegrity)	1	2	3	4 (5)	
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UPPER CUMBERLAND DEVELOPMENT DISTRICT



1225 South Willow Avenue Gookeville, TN 38506 Phone: (931) 432-4111 Fax: (931) 432-6010

<u>Chairman:</u> Stephen Bilbrey

<u>Vice Chairman:</u> John B. Mullinix

<u>Secretary:</u> Kenneth Copeland

<u>Trensurer:</u> Billy Robbins

Executive Director: Wendy Asldus

- MEMORANDUM -

(Personnel/Grievance Committee) TO:

John Mullinix, Mike Foster, Marvin Lusk, Herd Sullivan, John Pelham,

Stephen Bilbrey

FROM:

Edward Hale, Chairman of Personnel/Grievance Committee

DATE:

December 21, 2007

SUBJECT: UCDD Personnel Committee Meeting

The Upper Cumberland Development District's Personnel/Grievance Committee will meet

Tuesday, January 8, 2008 at 9:30 a.m. The meeting will be held at the Upper Cumberland Development District offices on South Willow Avenue, Cookeville.

EH/st

AGENDA

1.	Call to Order	Edward Hale
	Roll Call	
۷.	Evaluation of the Executive Director	Personnel Committee
٥.	Old Business	.Edward Hale
4.	New Business	.Edward Hale
5.	New Business	Edward Hale
6.	Adjourn	,

NAME	: Wandy HSKINS POSITION_					
	*	Per	<u>form</u>	anc	e Ra	<u>ting</u>
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4. Ke	eps supervisor and/or Executive Director informed of activity	1	2	3	4 (5)
5. Qı	uality of Work	1	2	3	4 ((5)
6. Ini	tiative – Assertiveness	1	2	3	4 (5)
7. Ab	ility to accept constructive criticism	1	2	3	4 ((5)
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NAME: _	WENDY HSKINS POS	SITION					
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NAME: Wendy Askins Position	DV E	.1			
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14. Effective leadership ability (Applies to Supervisor Positions	Only).	1	2	3	4 (5)
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5. Quality of Work	1	2	3		(5)
6. Initiative – Assertiveness	1	2	3	4	(5) (5)
7. Ability to accept constructive criticism	1	2			(5) (6)
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NAME: Wendy Askins Position Executive Director Performance Rating Attendance and punctuality..... Communication skills..... 3 Keeps supervisor and/or Executive Director informed of activity.... 2 3 Quality of Work.... Initiative – Assertiveness.... 3 Ability to accept constructive criticism.... 3 Job knowledge..... 3 Follows direction.... 2 3 10. Conscientious..... 2 3 11. Willing to assist beyond regularly assigned duties..... 3 12. Complies with established policies and procedures..... 3 13. Attitude toward job and organization (loyalty, integrity)..... 2 3 14. Effective leadership ability (Applies to Supervisor Positions Only). 2 RATING: 1 – Unacceptable 4 - Good 2 – Needs Improvement 5 - Outstanding Overall 3 - Satisfactory Rating Evaluator: employees do their Human Resource Director: Date: Comments: _ Executive Director: _____ _____ Date: __ I have reviewed my performance evaluation. Date Signature

UPPER CUMBERLAND DEVELOPMENT DISTRICT

PERSONAL PERFORMANCE EVALUATION POSITION EX Director Performance Rating Attendance and punctuality..... 3 Keeps supervisor and/or Executive Director informed of activity.... 1 A BY Job knowledge..... Follows direction.... 10. Conscientious.... 0 11. Willing to assist beyond regularly assigned duties..... 1 3 12. Complies with established policies and procedures..... 1 2 3 13. Attitude toward job and organization (loyalty, integrity)..... 14. Effective leadership ability (Applies to Supervisor Positions Only). RATING: 1 – Unacceptable 4 - Good 2 - Needs Improvement Overall 3 - Satisfactory Rating Evaluator: Date: <u>/-/9-20//</u> Comments: (1200) each of us pay Human Resource Director: ___ _Date: Comments: __

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I have reviewed my performance evaluation.	Signature		Date
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